

63-1744

2 MAR 1963

ADM-3

MEMORANDUM FOR: Deputy Director (Plans)
Deputy Director (Intelligence)
Deputy Director (Support)
Deputy Director (Research)

SUBJECT : Effectiveness Reports Relative to USIB Committee
Chairmen

REFERENCE : USIB-D-2.4/1, 21 May 1962

1. Because of the importance of the work accomplished by the various USIB committees, Mr. McCone, as Chairman, USIB, has stated that he desires to be the "rating official" with respect to effectiveness reports submitted on full-time chairmen of these committees, and that he desires to contribute to the effectiveness reports submitted on part-time chairmen of USIB committees. This decision has been communicated to the USIB and the chairmen of USIB committees as indicated in the referenced document (Attachment B hereto).

2. The list in Attachment A hereto shows the part-time chairmen of USIB committees within each of the component areas of the Central Intelligence Agency.

3. To assist Mr. McCone, it is requested that each Deputy Director submit, for each of the individuals within his component area as listed in Attachment A, a draft narrative comment on the latter's performance as a USIB committee chairman. These draft comments should be prepared for consideration and approval by the Chairman, USIB, as his evaluation to be attached to the respective Fitness Reports of the individuals concerned. As a general rule, each comment should not be over one double spaced page in length. These comments should be submitted to the Executive Secretary, USIB, at least two weeks in advance of the due date of the Fitness Reports.

4. In addition, it is requested that DD/R submit for consideration and approval of the Chairman, USIB, as "rating official", a draft Fitness Report on James Q. Reber as full-time Chairman, Committee on Overhead Reconnaissance. DD/R is also requested to attach to this draft Fitness Report his own narrative comments on Mr. Reber's performance of part-time duties as a Special Assistant to the DD/R, as distinguished from his duties as Chairman, COMOR. This draft report, together with the narrative comments by DD/R, should be submitted to the Executive Secretary, USIB, at least two weeks in advance of the due date.

(signed) Lyman B. Kirkpatrick

LYMAN B. KIRKPATRICK, JR.
Executive Director

Attachments

cc: Executive Secretary, USIB

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TRANSMITTAL SLIP		DATE
		3/.../63
TO: DCI		
ROOM NO.	BUILDING	
REMARKS:		
<p>As requested in Mr. Kirkpatrick's memorandum on Fitness Reports of USIB Committee Chairmen, I attach hereto a draft Fitness Report on Mr. Reber, Chairman of COMOR, as well as my narrative comments on his performance as SA/DD/R.</p>		
H. Scoville, Jr.		
FROM: DD/R		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

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